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JAN 2 1954

MEMORANDUM FOR: Chairman, Project Review Committee

SUBJECT : Submission of Project Outline Providing for Expansion of the Agency Records Center

1. Forwarded herewith is the project outline covering the proposed expansion of the CIA Records Center [REDACTED]. The expansion involves an estimated total expenditure of \$448,229, of which \$388,000 is for new construction and the balance is for equipment.

2. Subsequent to the preparation and coordination of this project outline, the President issued a policy statement to the effect that expenditures for construction are to be held to the economic minimum and utilized only for essential projects. In light of this policy the proposal to expand the Records Center was reconsidered.

3. Based upon current analysis of the receipt and destruction of records at the storage center, it is estimated that the present building will be filled to capacity by October 1957. (See Chart 1) The only solution to this problem which appears to be feasible and, in the long run, by far the most economical is the construction of an addition to the present building.

4. The present building has two floors with 40,000 cubic feet and was constructed at an actual cost of \$245,675. The proposed addition will have two floors with 10,000 cubic feet, at an estimated cost of \$388,000. It is estimated that the expanded building will meet the Agency's needs until about 1966. (See Chart 2)

5. In view of our critical need for additional storage space it is believed the Agency is justified in going ahead with this project and it is therefore recommended that Project Review Committee approval be granted for this expenditure. The Comptroller can make the necessary funds available.

EA-DD/S:CEB:d1c (25 Jan 57)

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Project Outline

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Deputy Director
(Support)

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1-MR.